



MERU UNIVERSITY OF SCIENCE & TECHNOLOGY

Email: info@must.ac.ke website: www.must.ac.ke

OFFICE OF THE REGISTRAR (Academic and Students Affairs)

NOTICE FOR 7TH GRADUATION CEREMONY

This is to inform all students who meet the requirements for conferment of Degrees and award of Diplomas/Certificates of Meru University of Science and Technology that the University will hold its **7th Graduation Ceremony** on **Friday 29th November, 2019**. Please note the following important details;

(i) Application for Graduation

Application forms will be available at the Registrar - Academic and Students Affairs office from **Monday 30th September, 2019**. The forms can also be downloaded from the University website www.must.ac.ke.

Duly completed forms **MUST** be returned to respective School offices by **Thursday 3rd October, 2019**. In addition, the graduands should ensure that their names are as they should appear in their certificates in terms of order and spelling.

(ii) Fees

Graduands must have cleared any outstanding fee arrears owed to the University including a mandatory non-refundable graduation fee as shown in **Table 1**, by **Monday 7th October, 2019**. Graduands who will not abide by this deadline will not be allowed to graduate.

Table 1: Graduation Fee

S. No	Award	Graduation Fee
1.	Postgraduate	Kshs 6,500
2.	Undergraduate	Kshs 6,000
3.	Diploma	Kshs 5,500
4.	Certificate	Kshs 4,500

Payment will be made to the University bank accounts at any of the branches of the banks listed in **Table 2**:



Table 2: Bank Account Details

ACCOUNT NAME	ACCOUNT NUMBER	BRANCH NAME
EQUITY BANK FEES A/C	1040297858661	MAKUTANO - MERU
NATIONAL BANK OF KENYA FEES A/C	01242039008700	MERU
CO-OPERATIVE BANK FEES A/C	01129378440000	MAKUTANO - MERU

(iii) Academic Attire

During the ceremony, only graduands who will be in full academic attire will be allowed entry into the Graduation Gardens. Gowns will be issued from **Monday, 18th November 2019** to **Friday 22nd November, 2019** at the Gowns Room. Graduation attire will be returned from **Monday 2nd December, 2019** to **Friday 13th December, 2019** after which a penalty of **Kshs 1,000 per day** shall be charged.

(iv) Rehearsal

Graduands wishing to participate in the ceremony **MUST** attend the rehearsals at the Graduation Gardens on **Thursday, 28th November, 2019** at **10.00 a.m.** Graduands attending the rehearsal **MUST** be seated by **9.30 a.m.** and be in complete graduation attire.

(v) Invitation Cards

During the hiring of academic attire, each graduand will be given three (3) invitation cards for their guests. Persons without invitation cards will not be allowed into the Graduation Gardens during the Ceremony.

(vi) Punctuality

On the graduation day, graduands and their guests should be seated by **7.30 a.m.** Those who will arrive late will not be allowed into the Graduation Gardens.

Registrar - Academic and Students Affairs
P.O. Box 972 – 60200, MERU
Cell Phone: 0712-524 293, 0799-529 958/9

Website: www.must.ac.ke Email: registrars@must.ac.ke, dvcars@must.ac.ke

